Constitution and By-Laws of Psychology Association Of Lakehead Students ("PALS-OC")

Article I

- 1. The name of the Club shall be Psychology Association Of Lakehead Students (hereinafter "Club" or "PALS-OC").
- 2. The Club shall conduct its operations under the constitution and by-laws of the Lakehead University Student Union (LUSU).
- 3. The purpose of the Club shall be the following, and all activities of the Club shall be conducted in the furtherance of this purpose:

To promote connection and community among Lakehead's psychology students and encourage the growth and development of the psychology program at the Orillia campus.

By-Law I — Membership

- 1. At least one-half of the members of the Club shall be Lakehead University students.
- 2. All Club members shall have the right to bring forward motions and cast a vote at the Club's Annual General Meeting.
- 3. The membership of the Club shall be limited to the following:

Psychology major and minors through the Orillia Psychology or Interdisciplinary Program

By-Law II — Meetings of the Members

- 1. The Club shall hold an Annual General Meeting at least once per academic year between the months of January and April, inclusively.
- 2. The date, time, and location of the Annual General Meeting shall be set by the \$clubOfficer1 in consultation with the other Officers and announced to the Club members at least two (2) weeks before the meeting is to take place.
- 3. At an Annual General Meeting, at least ten (10) Club members (or at least five (5) if this Club is based in Orillia) or ten percent (10%) of Club members, whichever is more, must be present in order for the meeting to be able to proceed. If this minimum is not

achieved ("quorum"), no vote taken will be considered valid. The Officers shall call a new General Meeting for the purposes of electing their replacements as soon as possible if quorum is not met.

- a. If, after a second attempt at calling a General Meeting, the meeting is not able to achieve quorum, the Officers shall appoint their replacements for the next term.
- 4. The Annual General Meeting shall be chaired by the \$clubOfficer1.
- 5. During the Annual General Meeting, the Club members shall appoint the Officers of the Club, who shall begin their terms on May 1.
- 6. The Club members may consider and vote upon any other item during the Annual General Meeting. Any motion decided in this way is valid and binding upon the Club and the Officers.
- 7. At any time, a petition of ten percent (10%) of Club members, or ten (10) Club members (or at least five (5) if this Club is based in Orillia), whichever is more, can call a Special General Meeting, during which the Club members may make any decision affecting the operation of the Club, including replacing any or all of the existing Officers or amending this Constitution. The petition must be served to the Officers at least five (5) days in advance of when the Special General Meeting is to take place, and must include the exact date, time, and location of the meeting. The Officers must then e-mail all of the Club members and notify them of the Special General Meeting at least four (4) days in advance of the scheduled meeting date.

By-Law III — Club Officers

President. The President is the chief executive of the Club and in that capacity is able to make decisions affecting the Club and its operations. So long as those decisions are made in furtherance of the Club's purpose and do not violate this Constitution or the LUSU Governing Documents, they shall be considered valid and enforceable. Regardless of that, the President cannot make any decisions that are reserved for the Club members (such as amending this Constitution or electing Officers), nor may the President make decisions about items that are reserved for other Officers in this Constitution, unless the President has made good efforts to get in touch with those Officer(s) and has been unable to. Lead the club and oversee all its operations and activities. Represent the club at university events or meetings. Coordinate and organize meetings, events, and activities. Ensure that club goals align with the mission of the psychology field and the interests of the members. Manage the overall functioning of the executive board and ensure all roles are being fulfilled. Build University and community relationships to further the clubs funding and impact.

Co-President. Work alongside the President to manage the club's operations and activities.

Take on responsibilities when the President is unavailable. Lead meetings in the absence of the President. Support the implementation of club goals and objectives. Help in decision-making and planning the club's agenda.

Vice President. Assist the President in leading the club and take over in the President's absence. Help manage and supervise different committee activities. Organize and plan events in coordination with the President and other members. Monitor progress on ongoing club initiatives and provide guidance where needed. Maintain communication between the club and other student organizations or faculty.

Treasurer. The Treasurer is the Officer in charge of the Club's finances, and in that capacity, along with the President, is allowed to deposit and withdraw funds from the Club's accounts. The Treasurer shall prepare a report to the Club's members about the state of the Club's finances at for presentation at the Annual General Meeting. Manage the club's finances, including tracking income and expenses. Create and maintain a budget for the club's activities. Provide regular financial updates to the executive team and members. Oversee fundraising activities or financial support efforts. Ensure that all financial transactions are transparent and accounted for properly.

Secretary. The Secretary is the Officer in charge of keeping the minutes of the Club's meetings, including the Annual General Meeting. The Secretary must record the result of all votes taken and pass them on to his/her successor and must make them available to LUSU on demand by any LUSU Executive. Keep accurate records of meetings, including minutes and action items. Distribute meeting agendas and notes to club members. Maintain an organized filing system for all club documents. Help coordinate the scheduling of meetings and events. Ensure communication between the executive team and the general members is clear and efficient.

Communications Officer. responsible for promotion, promotional designs and postering. Guides and works along with the Public Relations Officer in postering, advertisement submission to campus screens, and communicating with University departments about future club activities, events, and promotions.

Public Relations Officer. Build and maintain the club's public image. Write press releases, newsletters, and announcements for media outlets. Network with psychology professionals, academic departments, and other student organizations for activity advertising. Ensure that the club's activities are recognized and represented positively within the university and the larger community.

Mentorship Coordinator. Organize mentorship programs to connect newer members with senior members or professionals in the field of psychology. Ensure that mentors and mentees are well-paired based on their interests. Plan regular check-ins to make sure the mentorship program is running smoothly. Provide guidance on how to make the most of the mentoring relationship.

Volunteer Coordinator. Recruit and manage volunteers for events and activities. Ensure that volunteers are briefed on their roles and responsibilities for events. Communicate volunteer opportunities to the members. Track volunteer hours and contributions. Maintain a roster of active volunteers and encourage engagement within the club.

- 1. All Club Officers must be currently registered students at Lakehead University.
- 2. Unless otherwise allowed for within this document, the Officers shall be elected at the Club's Annual General Meeting by the Club's members, and they shall hold office from the end of their predecessors' terms until April 30 or until their successors are elected.
- 3. Any Officer is allowed to resign their position within the Club. The resigning Officer must notify LUSU and the remaining Officers of their decision before the resignation becomes valid. Resigning does not absolve the Officer of their responsibilities to LUSU or their Club members if there remain unpaid debts of the Club.

By-Law IV — Amendments

- This document may be amended by the Club's members at any General Meeting that has met quorum (this includes the Annual General Meeting or any Special General Meeting). A motion to amend this document must be passed by two-thirds (2/3) of members present.
- 2. Any amendments take effect immediately after the General Meeting is over.

By-Law V — Club Election Procedures

- 1. Unless otherwise allowed for in this document, Club Officers shall be elected at the Club's Annual General Meeting by the Club members present.
- 2. Members who are interested in becoming an Officers shall declare their candidacy at the General Meeting and the Club members present shall vote for one (1) candidate for each position. The vote shall be counted by a showing of hands, unless any Club member requests that it be done by secret ballot, in which case the ballots shall be collected and recorded by the \$clubOfficer3 and another Club member who will verify the vote's fairness.

Operational Policy I — Statement of Accountability

 All Club Officers shall abide by this document as well as the LUSU Governing Documents and the Lakehead University Student Code of Conduct. Officers shall make

- a good-faith effort to ensure that all their decisions are made in furtherance of the Club's purpose and in the best interest of the Club's members.
- 2. All Club Officers shall be responsible for all of their collective acts and deeds as well as the conduct of the Club members.
- 3. All Club Officers shall honour all agreements to which they or their predecessors agreed to, and shall endeavour to fulfill every obligation owed under those agreements.

Operational Policy II — Membership Dues

1. As a condition of Club membership, all prospective members shall make payment to the Club of the following:

There shall be no dues charged to any member.